

**F.No. IDPL/Fin./Annual Report 56<sup>th</sup> /2019**  
**INDIAN DRUGS & PHARMACEUTICALS LTD.**  
**(A Govt. of India Undertaking)**  
**CIN No. U24231HR1961GOI003418**  
**CORPORATE OFFICE, GURGAON**  
**FINANCE DEPARTMENT**

**Dated:- .....**

**To,**

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**Subject: Sealed Quotation is invited for printing and supply of 56<sup>th</sup> Annual Report of Indian Drugs & Pharmaceuticals Ltd. for the Financial Year 2016-17.**

Sir,

Please submit your quotation in sealed cover address to Administration Department, IDPL Corporate Office, Old Delhi Gurgaon Road, Dundaheera Gurgaon-122016(Haryana), subject to the TERMS & CONDITIONS attached herewith. Quotation should reach this office latest by 14.00 Hrs on 11.04.2019 Quotation will be opened on the same day at 15.30 Hrs.

**Printing Specification:-**

- |                 |   |  |
|-----------------|---|--|
| a) Composing    | : | Laser Type Setting   |
| b) Quantity     | : | English 100No. & Hindi 50 No. (Total 150 No. Copies)       |
| c) Size         | : | Close 11" x 8.5", Open 11"x17"                             |
| d) No. of Pages | : | English Text-115 & Pages-125<br>Hindi Text-120 & Pages-130 |

**Paper Quality:-**

- |                |   |                                |
|----------------|---|--------------------------------|
| a) Cover Paper | : | Imported art card 300GSM Paper |
| b) Text Paper  | : | BPL MAP litho 90 GSM Paper     |

**Printing:-**

- |              |   |  |
|--------------|---|--|
| a) Process   | : | Digital Printing   |
| b) Cover     | : | Four Color with lamination   |
| c) Text      | : | Single color   |
| d) Binding   | : | Section Stitching  |
| e) Packaging | : | Bundle of 25 copies each duly packed in Kraft paper and marked Hindi/English separately to be delivered at out IDPL Corporate Office, Gurgaon during the working hours within 15 days after approval of Draft. |
| f) Rate      | : | Rate should be quote inclusive of English and Hindi<br>( Inclusive of Hindi Translation charges)<br>GST charges as applicable should be quote separately   |

Note: Pages are estimated. Rate for separate page must be quoted for increase/decrease if any.

## **ELIGIBILITY CRITERIA/TECHNICAL DETAILS:-**

1. The firm should have five year of standing in the field of printing as on the date of submission of quotation. (Please enclosed the requisite proof of it).
2. Firm must be registered with the GST Department. (Copy of GST Certificate must be enclosed with quotation)
3. Attached the proof of digital printing work.
4. Rates should be quoted for delivery at IDPL Corporate Office, Gurgaon.
5. Proof/Draft to be submitted for approval within 15 days after receiving of work order and delivery to be made within 15 days from final approval of printing of Annual Report.
6. IDPL reserve the right to extend the time lines for delivery of annual Report and decision taken by IDPL shall be binding on the bidder.
7. Paper shall be arranged by printer as per specification.
8. Payment shall be made within 15 days after receipt and acceptance of printed material. No advance payment will be made.
9. Sample of the Annual Report can be obtained from Administration Department, IDPL Corporate Office, IDPL Complex, Old Delhi Gurgaon Road, Dundahera, Gurgaon, Haryana-122016 from 11.00 hrs to 16.00 hrs on all working days between 01.04.2019 to 11.04.2019.